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Jeopardy Round

Are there different types of RWAs?

- Non-recurring (N type)
 - ✓ One time purchase
- Recurring (R type)
 - ✓ Monthly charge
- Miscellaneous (F type)
 - ✓ Line of credit

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Jeopardy Round

Can I pay R-type RWAs via the rent bill?

- Approval from the same office who receives and approves payment for rent bill
- Identical monthly costs – no one-time costs
- Recurring reimbursable services documented on Occupancy Agreement
- Contact: christa.hodge@gsa.gov

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Jeopardy Round

What is overhead?

- Indirect costs associated with reimbursable work
- Finance Office
- \$100 for recurring RWAs
- Sliding scale for non-recurring and miscellaneous RWAs
- \$30,000 cap on non-recurring RWAs

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Jeopardy Round

What is the overhead sliding scale?

\$1 to \$2,499	10%
\$2,500 to \$9,999	9%
\$10,000 to \$24,999	8%
\$25,000 to \$49,999	7%
\$50,000 to \$99,999	5%
\$100,000 to \$299,999	3%
\$300,000 to \$999,999	1.5%
\$1,000,000 to \$2,425,000	0.5%

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JEOPARDY!

Stop 1 Stop 2

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Double Jeopardy Round

How does GSA's Finance Office receive my RWA?

- Via mail
- Via email attachment (preferred)
- Via fax

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Double Jeopardy Round

What triggers a bill?

Funds expended by GSA:

- Contracts
- Labor charge
- Overhead
- GSA credit card charges

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Double Jeopardy Round

What information is on the bill to help me identify it?

Your agency's accounting data
(DoD MIPR) (MO# - USDA) (Reqn # - IRS)

RWA number

Scope of work - 25 characters, brief description

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Double Jeopardy Round

What are the payment options?

- IPAC
(Intergovernmental payment and collection)
- Credit card
- Check

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Double Jeopardy Round

Can unused RWA money be spent or redirected?

- N type RWA good for approximately 5 years
(Contingent on agency funding authority)
- Balance returned to agency HQ

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Double Jeopardy Round

Is there a web-site for accessing my RWA information?

www.finance.gsa.gov/pbsrwa

General Services Administration

FINANCE WEB SITE

Washington, D.C. Fort Worth, Texas

Chief Financial Officer General Services Finance Center

Educational Conference: "How to Get Paid by Uncle Sam" April 17-19, 2002 Dallas, TX

Invoice Us Electronically. Click [here](#) to find out how...

Quick References: Get a Password for Payment Searches Sign Up for Email Notification Faster Payments Vendor Express Info Finance Phone #s Invoice Addresses

PAYMENT SEARCHES and more

FREQUENTLY ASKED QUESTIONS ACCOUNTING INFORMATION DEALER INFO RWA CUSTOMER SEARCH

In case you were wondering... REQUIRES ID & PASSWORD: WebCard, HAPT, NEAR data elements, accounting reports, Open Items, NARS, VAT's, EFPS, Funds REQUIRES ID & PASSWORD: BillNet, DODAAC, Avers, OFAC Charge-Backs and other DFAS Specific web applications TELECOMMUNICATIONS ORDERING & Pricing System: review your current phone service billings and payments Reimbursable Work Authorization Search for client agencies

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Reimbursable Work Authorization (RWA)

Search

PBS and the Greater Southwest Finance Center have designed an RWA search which enables PBS customer agencies to access up to date RWA related financial information and RWA images via the World Wide Web. If you need assistance, please contact the regional RWA contact for your GSA region listed below.

Region	Contact	Phone Number	E-Mail
1	Mal Foley	617-565-6804	mal.foley@gsa.gov
2	Ellen Young	212-264-1818	ellen.young@gsa.gov
3	Patricia Sweeney	215-446-2863	pat.sweeney@gsa.gov
4	Alton Miller	404-562-0714	alton.miller@gsa.gov
5	Amanda Mackenzie	312-353-7737	amanda.mackenzie@gsa.gov
6	Jackie Boursheide	816-926-7655	jackie.boursheide@gsa.gov
7	Ladonna Jones	817-978-7151	ladonna.jones@gsa.gov
8	Ken Ennis	303-236-8014	ken.ennis@gsa.gov
9	Joyce Jeong	415-522-3381	joyce.jeong@gsa.gov
10	Angela Shoda	253-931-7454	angela.shoda@gsa.gov
11	Gilbert Ford	202-260-3165	gilbert.ford@gsa.gov

GSA U.S. General Services Administration

Forms Library

Forms Library

Form Title: Reimbursable Work Authorization
Form Number: GSA2957
Current Revision Date: 10/2003
Priority or Regulation: PBS P 7000 2A
Special Instructions:

Accessible FormNet Version - GSA2957.xpp (156.2 kb)
PDF Version - gs2957.pdf (133 kb)

User Applications and Instructions
Instructions for Downloading Accessible FormNet Software
Instructions for Family Users
Instructions for Adobe Acrobat 4.0 Users

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Reimbursable Work Authorization

1. DATE OF REQUEST 2. RWA/INTERAGENCY AGREEMENT NUMBER (GSA Use only)

3A. AGENCY/CUSTOMER BUDGET NUMBER 4. WORK SITE

3B. AGENCY/CUSTOMER ORDER NUMBER

5. NAME OF AGENCY

6A. AGENCY CONTACT NAME

6B. CONTACT'S TELEPHONE NO. AREA CODE PHONE NUMBER EXT.

6C. CONTACT'S E-MAIL

6D. CONTACT'S FAX NUMBER AREA CODE PHONE NUMBER

7. DESCRIPTION OF REQUESTED WORK

11. REQUESTED WORK DATES
A. START
B. COMPLETION

14A. FED CODE 14B. BUREAU CODE

15A. AGENCY FINANCE BILLING ADDRESS

15B. STREET ADDRESS

15C. CITY 15D. STATE 15E. ZIP CODE

17A. CREDIT CARD NUMBER 17B. EXP. DATE

17C. TYPE OF CARD 17D. CARD HOLDER'S NAME

18. CERTIFYING OFFICIAL'S SIGNATURE 18B. DATE

18C. CERTIFYING OFFICIAL'S PHONE NUMBER AREA CODE PHONE NUMBER EXT.

GSA INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY

GSA U.S. General Services Administration
Office of the Chief Financial Officer

Reimbursable Work Authorization (RWA) Search

Search Criteria

RWA [010217]
Summary Orgcode
BDAC

Authorized Amount: between and
Start Date: between and

Format the date as follows: mm/dd/yyyy

View Results as:
☐ Orders
☐ Excel Spreadsheet
☐ Printable Report
☐ RWA
☐ Authorized Amount

Order Printable Report by: HOME SEARCH

Frequently Asked Questions
GSA GOV - Reimbursable Work Authorization Charges
GSA Form 2957

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Reimbursable Work Authorization

Search Again

1 Records found.

RWA	Project Description	Agency Accounting Data
N3010217	REMOVAL	03-465300024 03-092000-D02NYEC-D02NYEC-2515 View Detail View Image

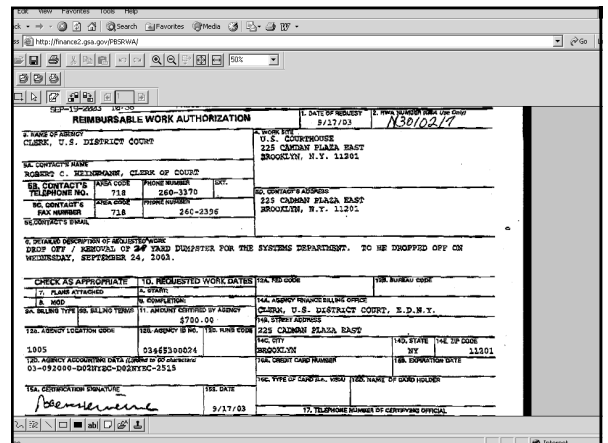
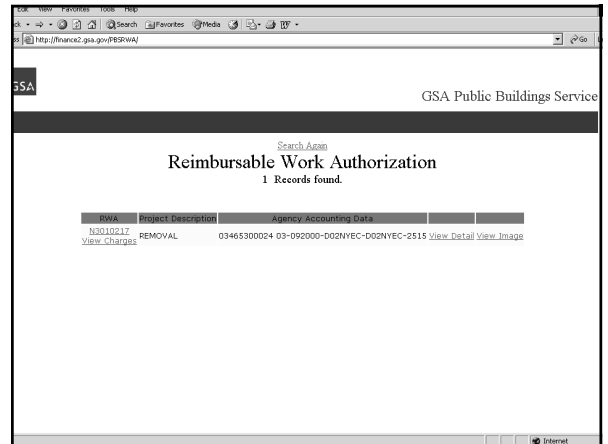
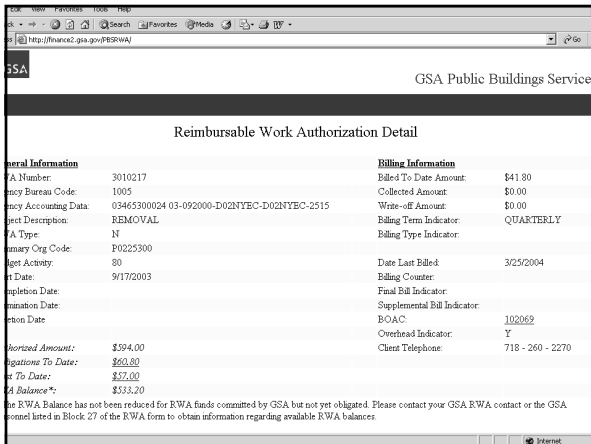
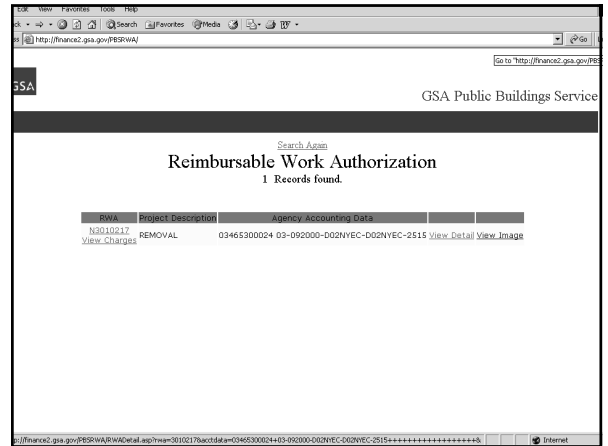
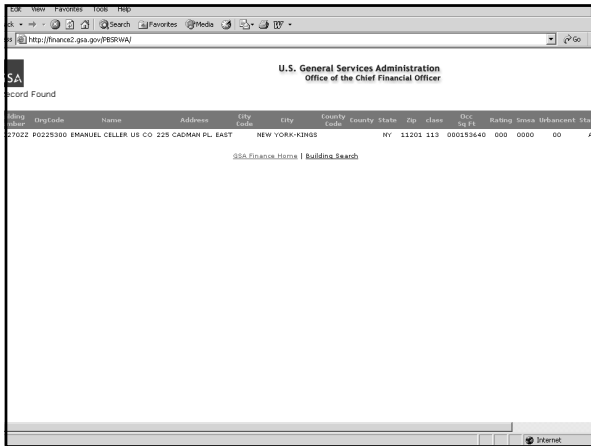
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Summary of Reimbursable Work Authorization Charges

RWA: 3010217
Agency Accounting Data: 03-465300024 03-092000-D02NYEC-D02NYEC-2515
Project Description: REMOVAL

Orgcode	Building Number	RC	PS	Authorized Amount	Res To Date	Cost To Date	RWA Balance
P0225300				\$594.00	\$0.00	\$0.00	
P0225300	NY02702Z	9R2	11	\$0.00	\$60.80	\$57.00	
Totals:				\$594.00	\$60.80	\$57.00	\$533.20

The RWA Balance has not been reduced for RWA funds committed by GSA but not yet obligated. Please contact your GSA RWA contact or the GSA personnel listed in Block 27 of the RWA form to obtain information regarding available RWA balances.



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Double JEOPARDY!

Stop 2 Stop 2

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Final Jeopardy Round

What are above standard services?

- Above standard power usage
 - ✓ During normal working hours of the building
 - ✓ Outside of normal hours of the building
- Maintenance and repair on agency equipment
 - ✓ Lab equip., backup generator, firing range, supplemental A/C
- Special cleaning requirements
 - ✓ Cleaning outside of the normal building cleaning schedule
 - ✓ Cleaning above office standards

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Final Jeopardy Round

What are building standard services?

- Comparable to commercial practice:
- One-shift operation
 - Conditioned space
 - ✓ During prescribed building hours
 - ✓ 10 hours without startup and shutdown
- Custodial services
 - ✓ During prescribed cleaning hours
 - ✓ Daytime vs. nighttime

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Final Jeopardy Round

How does GSA estimate above standard power usage?

- Normal Business Hours
 - ✓ Identify areas of intense energy usage
 - ✓ Inventory above standard equipment usage in agency space
 - ✓ Determine the frequency and time of use
 - ✓ Apply an estimated utility blended rate
- Outside of normal business hours
 - ✓ Inventory all electrical equipment and lighting being used
 - ✓ Determine the frequency and time of use
 - ✓ Apply an estimated utility blended rate

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Final Jeopardy Round

How does GSA request and track costs for above standard services?

- Request RWA
 - ✓ Send estimated amount to agencies by July 31st
- Track usage thru 3rd quarter
 - ✓ Actual vs. estimate
- Financially reconcile RWA
 - ✓ Make adjustment to certified amount

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Final Jeopardy Round

How does GSA estimate a project?

- Estimated construction costs (ECC)
- Construction contingency (5% - 10%)
 - ✓ Perceived risk of unforeseeable conditions
 - ✓ Level or definition of the scope
- GSA purchased materials
- Separate contracts: IH, CM, A/E
- GSA fees

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Final Jeopardy Round

How does GSA deliver the project?

- Project Manager is assigned as your point of contact
- Procure services through various GSA contracting tools
 - ✓ IDIQ contracts (design, construction, construction mgmt.)
 - ✓ FSS schedules
 - ✓ Best value vs. low bid

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Final Jeopardy Round

What are the project management milestones?

- Customer / project management meetings
- Design development
- Construction estimates
- Solicitation and award
- Progress meetings
- Final inspections / punch list development
- Completion / close-out

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Final JEOPARDY!

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The 4% Fee

What does the 4% fee cover?

- Indirect project costs such as salary and benefits of PBS associates involved in **oversight** of the project
Realty Specialist, Project Manager, Contracting Officer, Procurement Technician, Building Manager
- Business line overhead
Regional and field office overhead expenses

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The 4% Fee

What does the 4% fee **not** cover?

- Directly charged expenses
 - ✓ PBS associates actually performing the work
 - ✓ Contract costs (A/E, CM, construction)
- Travel expenses associated with remote work sites
 - ✓ Outside of commuting area defined by GSA
 - ✓ Travel expenses including per diem, air fare, mileage, etc.
 - ✓ Chargeable travel expenses do not include salary of GSA associate overseeing the project
 - ✓ Pricing policy requires GSA to obtain customer's consent before travel is charged

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Question and Answer Round

Answers?